

JOURNAL VOUCHER

[illegible]

FMS JV Procedures

The FMS Journal Voucher (JV) transaction is used to correct abnormal balances that can not be corrected with a standard FMS transaction. The JV transaction allows the user to select the general ledger accounts to be posted to the general ledger tables. Use of this transaction requires an extensive knowledge of the general ledger and FMS tables, so user access to it is tightly controlled. There also are more stringent procedures in place for documenting JV supporting workpapers.

Standard transactions are preferable to FMS JVs because JVs will correct GL account balances and GL tables, but in some cases they will not correctly update other FMS tables. JVs will not update subsidiary records (e.g. payables, obligations, receivables) so it is inappropriate to use them in situations where those records need to be updated to correct a problem. JVs will update budget tables if the appropriate budget GL account pairs are included. If not, the JV will create a budget versus general ledger table difference.

The following sections detail the roles and activities related to the FMS JV.

VA Field Station

When a station encounters an abnormal balance or problem that cannot be corrected with a standard transaction, the station must contact its assigned Nationwide Accounting Section (NAS) accountant at the Financial Services Center (FSC) to assist in resolving the problem. The station must send their assigned accountant via email or fax a description of the problem and any backup documentation (if applicable). The station is also responsible to send in a 1017-G JV form with the required accounting information if a JV is deemed to be necessary.

FSC NAS Accountant

The NAS accountant must research the cause of the abnormal balance or problem and obtain all the backup documentation necessary to support the correction of the problem balance. The NAS accountant also must ensure there is not a standard FMS transaction available to correct the problem.

The NAS accountant will work with the field station to determine the correcting/adjusting entries and assist with preparation of a journal voucher form. The JV form must have the normal accounting string elements including general ledger accounts, fund, and budget fiscal year. It also must have:

- Balanced budgetary and balanced proprietary general ledger entries.
- The cost center, fund control point/accounting classification code, and budget object code for any expense GL accounts and obligation/expenditure GL accounts.
- The revenue source code for any revenue GL accounts and budgetary reimbursement GL accounts.
- A schedule number and accomplish date for cash entries.
- The vendor code should be included for federal GL account entries.
- A valid justification describing what caused the erroneous balance.

JVs prepared by FSC NAS accountants should be entered into a JV log and given a sequential number. Write STA *** (applicable station) on the top center of JV and "TB" in the right hand top corner for indexing purposes.

The NAS accountant must submit the JV package, with all the backup documentation to the approving official.

Approving Official

The following positions are normally designated as approving officials for FMS JVs: Chief, Accounting Systems Operations Division and Chief, Nationwide Accounting Section. In their absence, other knowledgeable parties may be delegated this authority. There typically are no more than 5 FSC staff members with security access to input JV transactions in FMS including delegated backups.

The approving official must review the JV package to determine if in agreement with the cause and proposed FMS JV.

If approved, they must sign off approval on the hard copy JV and enter the journal voucher transaction into FMS.

The FMS JV transaction requires input of a separate line for each general ledger account to be posted. The line must be populated manually with the appropriate accounting string elements similar to a standard voucher transaction with the exception being that the JV transaction requires input of a general ledger account number and account type on each line. The FMS JV document is subject to standard FMS edit/error checking processes (e.g. it ensures: the JV balances; the valid and appropriate accounting string elements are included based on GL account type; a schedule number and accomplish date are included for cash entries; etc.)

Upon completion, the package is returned to the NAS accountant.

FSC NAS Accountant

The NAS accountant receives the approved JV, puts a cover sheet for scan request and submits to mailroom for scanning into our document management system (DMS).

After the mailroom has scanned the document into DMS, the NAS accountant checks Viewstar to ensure the JV can be viewed.

List of FSC Staff with Security Access to Input FMS JVs as of March 2006

(FMS Profiles: RR224D1 and RR224D10)

Ed Niedzielski, Chief, Accounting Systems Operations Division

Mary Heath, Associate Director, Financial Accounting Service

Tina Harmon, Chief, Accounting, Reconciliation and Reports Division

Rosa Jimenez, Lead Accountant, NAS

Dana Bratcher, Systems Accountant, FAS